

EFFECTIVE DATE: April 28, 1982

REVISION DATES: March 25, 1985

SUBJECT: Executive Car Allowance

1. Purpose

- To establish procedures for exercising Executive Car Allowance for the City Manager, the Assistant City Managers, department heads, and other designated employees.

2. Responsibilities

- a. The City Manager's Office will grant permission to draw the Executive Car Allowance.
- b. The Budget and Research Department will confirm the availability of funds for Executive Car Allowance in the most current budget or through a budget adjustment.
- c. The Payroll Section of the Finance Department will process the paperwork required to register the employee on Executive Car Allowance in the payroll system.
- d. For the first monthly payment only, the Finance Department will process a "Request for Payment Voucher" submitted by the requesting department.
- e. The Budget and Research Department will annually review the Executive Car Allowance rate for inflationary adjustment.
- f. The recipient of Executive Car Allowance must certify, to the City Manager, liability insurance coverage in the minimum amounts specified by the State Financial Responsibility Act for bodily injury for each person, for bodily injury for each occurrence, and for property damage for each occurrence. In addition, the City is to be an additional named insured within the Auto Liability Insurance Policy. Said evidence will be forwarded to Risk Management for retention. Any change in coverage must also be reported to Risk Management on a timely basis.
- g. The vehicle to be used by the recipient of Executive Car Allowance should be appropriate for City business.

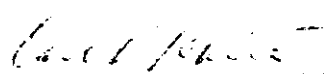
3. Procedures


- a. To exercise the option, the authorized City Executive staff (attached list) should write a memo to the City Manager's Office requesting permission to draw the Executive Car allowance. The Manager's Office will approve the request by signing the memo and returning it to the department.

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The employee's current insurance policy or a statement from the insuring agent certifying that minimum public liability coverage is in force shall constitute the aforementioned proof of coverage.

- b. Information from the authorized executive employee's insurance policy showing name of insurance company, policy holder, description of vehicle(s), amounts of coverage, and effective dates, must be forwarded to, and maintained by, Risk Management.
- c. A "Data Change Sheet" must be completed to register the employee on Executive Car Allowance in the payroll system. This sheet, together with a copy of the City Manager's approval memo, should be sent to the Personnel Department.
- d. To receive payment for the first month, the department head should submit a "Request for Payment Voucher" to General Accounting. Thereafter, the expense allowance should be claimed on the regular monthly car allowance sheets. In order to receive Executive Car Allowance for each successive month, it is imperative that departments return car expense sheets to Personnel within three business days following the end of the month.

  
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Carl White  
Director of Finance

  
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Louis J. Fox  
City Manager

Authorized Executive Car Allowance

City Manager

Assistant City Manager  
Assistant to the City Manager  
Intergovernmental Affairs Coordinator  
International Affairs Coordinator  
Assistant to Mayor & Council  
Assistant to City Council  
Departmental Director  
Assistant Director  
Presiding Judge - Municipal Court  
Labor Relations Coordinator  
Assistant Police Chief